



2017 Annual Report

The AAUW CA Special Projects Fund (SPF) is a 501 (c) (3) tax-exempt corporation that enables state and branch projects to collect tax-deductible donations from individuals and corporations without having to establish themselves as a separate non-profit entity. SPF was originally established in 2001 to serve as the fiscal agent for the Tech Trek Program, which had grown exponentially since it was founded. The Special Projects Fund was later expanded to provide this service to branch projects and scholarships.

In 2017, a volunteer Board of Directors governed SPF:

Shelley Mitchell, President (Humboldt and Palm Springs)
Amy Harbin, Vice President (Diamond Bar/Walnut)
Jan Cook, Secretary (Victor Valley)
Jane Stanley, Treasurer (Bakersfield)
Elva Vollbrecht, Director (Carlsbad/Oceanside/Vista)
Donna Mertens (AAUW CA President)

Connie Harney (1/1/17-1/4/17)
Celine Osborne (1/1/17-9/8/17)

A long-time board member Connie Harney resigned in early January and the board was able to convince Elva Vollbrecht, a former SPF President to complete her term. Celine Osborne from the Tustin Branch was also a member of the board during much of 2017. We regretfully accepted her resignation in September 2017 and decided to leave the position vacant until we were able to fill it at our October meeting. SPF employs a part-time bookkeeper, but the majority of the work (averaging over 1000 hours/year) is done by the volunteer board. It is essential that board members are competent and dependable. The current board has worked very hard.

In 2014, SPF was notified that with Tech Trek becoming a national project, the fiscal management would be transferred to AAUW. The board worked tirelessly to make this a smooth transition. The transition was completed by the end of 2015; and much of 2016 was spent closing out our files and regrouping. The SPF board began 2017 with a discussion of how SPF could continue to operate as a fiscal agent for branch projects and state projects. This was

our second year with a significantly smaller income and less business to transact, so we agreed to reduce the size of the board to six and only hold one in-person meeting during the year.

It was a surprise in February 2017 when we were notified that, although Tech Trek would remain a National Program, the Tech Trek financial management would be returning to California at the end of the 2017 camp year. We realized that this was an opportunity to use all we had learned during the past 15 years and began to plan very carefully for a thoughtful transition. 2017 turned out to be a very busy year as we “geared up” for a second transition.

We realized that it was necessary to meet in person when we could so that we could move rapidly and efficiently, and to increase the size of the board as quickly as possible so that new members could become oriented. Since this is a hands-on working board, the learning curve is steep. Our new recruits would need to be ready replace members (Harbin, Stanley, Cook) who will be “termed out” at the end of 2018. The board held meetings in March in Los Angeles and in October in San Diego. The board also met by telephone conference call five times.

Our accomplishments included:

- Revisions of bylaws and policies and procedures to reflect actual practices
- Review and revisions of all forms
- Representation at the AAUW CA Annual Meeting in April
- Implementation of a Conflict of Interest Policy and form
- Collaboration meeting in May with representatives of AAUW and AAUW CA
- Work with AAUW CA leaders and AAUW leaders to create the MOU to bring the fiscal management back to California
- Completion of an MOU with AAUW CA to serve as the fiscal agent for Tech Trek
- Treasurer and President met with CPA and Financial Advisor in Sacramento in September to establish fiscal oversight
- Representation at Tech Trek Annual Meeting in San Jose in October
- Increased the number of Directors from six to nine and actively recruited new board members
- Selection of two new board members (Susan Malecha (Poway- Penasquitos) and Linda Strotz (OUR (Ontario-Upland-Rancho) who began to serve on the board in January 2018
- Worked with Tech Trek leaders (Harriet Tower, Kay Kidwell, Linda Steinbach and Donna Mertens) to create and implement policies and procedures for deposits and vouchers
- Began accepting donations for Tech Trek on schedule on November 1, 2017.
- Acknowledged 137 donations of over \$250 for October, November and December

The SPF currently serves as a fiscal sponsor for nine branch scholarships, two branch projects and two state projects. At least two applications for new branch projects are in progress.

The Special Projects Fund continues to exercise its fiduciary responsibility to ensure that all funds deposited are managed responsibly and to pay all invoices properly submitted to ensure the success of AAUW CA Branch and State projects and programs.

During 2018, the board intends to continue to seek out and adapt best practices for a nonprofit board. This will be achieved through development and execution of a strategic plan, a review of policies, procedures and bylaws, and the recruitment of highly qualified board members. Furthermore, we will create and implement achievable succession and sustainability plans.

I am honored to serve as the President of the SPF Board and work with such a competent and enthusiastic board of directors.

Shelley Mitchell, President
AAUW CA Special Projects Fund Board of Directors

AAUW CA SPF 2017 Financial Report

		2017 Actual	2017 Budget
Income			
	Admin Fee	\$5,627.23	
	Interest	\$26,618.20	
Total Income		\$36,429.12	\$25,000.00
Expense			
	Software		\$400.00
	Bookkeeping	\$8,319.75	\$6,000.00
	Auditor/Tax prep	\$7,300.00	\$10,000.00
	Bank Charges		\$1,000.00
	Convention/State Mtg	\$1,233.38	\$400.00
	Meetings		\$300.00
	Office Supplies		\$500.00
	Postage	\$829.36	\$500.00
	Printing		\$200.00
	Supplies	\$236.13	\$500.00
	Tax/License		\$150.00
	Telephone	\$597.54	\$50.00
	Insurance	\$200.00	
	Board Expenses	\$147.96	
	Travel	\$7,085.60	\$5,000
	Reserves	\$10,479.40	
TOTAL EXPENSES		\$36,429.12	\$25,000.00